

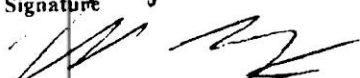
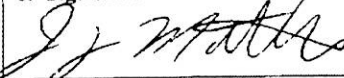
United States Environmental Protection Agency		1. DUTY LOCATION <b>NYC NY</b>	2. POSITION NUMBER <b>2130115-001</b>	
<b>POSITION DESCRIPTION COVERSHEET</b> JFS for Professional Work in the Natural Resources Management and Biological Science Group 0400 09/2005 JFS for Professional Work in the Physical Sciences Group 1300 12/1997 JFS for Professional Work in the Engineering and Architecture Group 0800 11/2008 GSSG 04/1998				
Is Used to Classify this Position				

b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Supervisory *PHYSICAL SCIENTIST		GS	*1301	15	001
4. Supervisor's Recommendation	Eng. Phys. Sci.		GS	08911301	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE			
		DOUGLAS PABST 0401			
7. ORGANIZATION (Give complete organizational breakdown)		c.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Region 2		g.			
c. Clean Water Division		h. Employing Office Location NEW YORK, NY			
d. Drinking Water Municipal Infrastructure Branch		i. Organization Code R0600000			

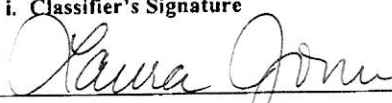
### 8. SUPERVISORY STATUS

- ☒ [2] **Supervisor or Manager.** Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.
- ☐ [4] **Supervisor.** Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.
- ☐ [5] **Management Official.** Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).
- ☐ [6] **Lead.** Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.
- ☐ [7] **Team Leader.** Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.
- ☐ [8] **All Other Positions.** Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.

**9. SUPERVISORY CERTIFICATION** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor <b>Jeff Gratz Deputy Director, CWD</b>		d. Typed Name and Title of Second-Level Supervisor <b>Joan L. Matthews Director, CIUD</b>	
b. Signature 	c. Date <b>10-9-14</b>	e. Signature 	f. Date <b>10/15/2014</b>

**10. OFFICIAL CLASSIFICATION CERTIFICATION:** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential		If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:	
b. PSB Risk Designation <input type="checkbox"/> L1 Low <input checked="" type="checkbox"/> L2 Moderate <input type="checkbox"/> L3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input checked="" type="checkbox"/> Executive
f. Functional Classification Code <b>92</b>	g. Bargaining Unit Code <b>8888</b>		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (25% of time) <input type="checkbox"/> This position is subject to random drug testing ( )
i. Classifier's Signature 		j. Date <b>12/4/14</b>	

### 11. REMARKS

Interdisciplinary position classifiable as: Supv Environmental Engineer: GS-0819  
Supv Physical Scientist: GS-1301 or Supv Life Scientist: GS-0401

Drinking Water and Municipal Infrastructure Branch Chief  
Supervisory Interdisciplinary  
GS-1301/0819/0401-15

**INTRODUCTION:**

Serves as the Branch Chief of the Drinking Water and Municipal Infrastructure Branch (DWMIB), Clean Water Division (CWD), Region 2, EPA.

DWMIB develops and implements selected potable/source water programs under the Clean Water Act (CWA), Safe Drinking Water Act (SDWA) and related statutes. Coordinates the negotiation and approval of state, interstate, tribal and local program grant workplans. Recommends the award of individual program grants. As discussed below, the branch has three sections and one team that develops and implements the region's drinking water, source water and ground water program; special projects; the SRF program; and the New York City water supply protection program.

**MAJOR DUTIES:**

The Branch Chief directs the following programs or program segment(s):

- Administers Region II's drinking water and ground water protection program pursuant to the Safe Drinking Water Act. Provides technical oversight and support to delegated state Public Water System Supervision (PWSS) programs; implements the Federal Public Water System Supervision (PWSS) program on Indian Lands; and provides technical assistance to states in support of their delegation responsibilities. Assists the Strategic Planning and Multi-Media Program Branch in developing drinking water elements of multi-media strategic plans and state program grant work plans and evaluating state progress in achieving the goals and objectives of those plans. Investigates emergency situations involving water supply, certifies water supply systems are providing potable water to common carriers operating in interstate commerce, and provides technical assistance and outreach on water supply issues. Implements drinking water sector security responsibilities. (30% of Branch activities).
- Administers the multi-million dollar Special Appropriations Act grant program (Congressional Earmarks) for projects/grants in New York and New Jersey. Approves planning, designing and construction inspections; and eligibility and allowability determinations of costs and closeout of program grants. The Section is also responsible for Wastewater Security, Wastewater Treatment Plant Operator Training and Clean Water Indian Set-Aside grant programs. (30% of Branch activities).
- Implements Region II's State Revolving Fund (SRF) program, a multi-billion dollar CWA. Oversees the development and review of operation agreements, intended use plans, capitalization grant agreements, the award of Federal capitalizations grants, and the awards made available through the American Recovery and Reinvestment Act. From these SRFs, states can provide loans and other types of financial assistance (but not grants) to municipalities for the construction of wastewater treatment facilities, or for implementing management plans under Sections 319 and

320 (non-point source and national estuary programs) of the CWA. Develops and leads interdivisional annual reviews for large New York and New Jersey SRF programs, and provides guidance to CEPD's Municipal Water Programs Branch regarding the Commonwealth of Puerto Rico CWSRF program. (30% of Branch activities).

- Oversees the New York City water supply protection program that implements EPA's Filtration Avoidance Determination for New York City's Catskill and Delaware Water Supplies. Assesses whether New York State and New York City have met critical Determination Milestones, responding as appropriate. Develops and implements long range plans for maximizing the quality of water in the watershed. Communicates progress in ensuring the continued safe delivery of potable water to the citizens of New York City and neighboring communities. (10% of Branch activities).

*Time percentages shown above reflect the approximate percentage of time spent by the Branch's management and staff, including contractors, on the program or program segment identified.*

The Branch Chief determines overall program goals for the activities under his/her direction to include both short and long range workplans. This planning process encompasses several ongoing cycles of management activity which intertwine and run parallel in time; the regional program planning/budget cycle and the Branch planning cycle. The Chief makes decisions regarding consistency across the Branch for productivity improvements, accountability, and the effectiveness of individual performance. The incumbent uses initiative and judgment to determine appropriate programmatic priorities, makes decisions affecting the direction of the program, and determines whether overall program goals and objectives are being met. Assures that environmental justice and pollution prevention objectives are considered in the program planning process. Develops and maintains high level contacts with regulated Community, State and Federal agencies, as appropriate.

The Branch Chief draws upon his/her expertise regarding the principles and practices of water pollution control to influence national policy development. Comments on draft regulations and policies, participates in national workgroups, represents EPA at meetings and conferences, and supervises Region II projects which influences and formulates national policy.

Determines the Branch resources needed to accomplish the Branch workplan, and balances utilization of staff, training needs and travel budget. Makes determinations and recommendations on promotions and awards. Ensures the Branch is responsive to new and developing program areas.

Fosters cooperation and team approaches to resolve problems. Coaches employees, facilitates the development of skills required to meet Branch goals. Implements and supports provisions of agency programs in the areas of equal employment and cultural diversity.

Supports management integrity as a top priority in the Branch and ensures that it is integrated into daily work. Develops, assesses, and strengthens management control systems to safeguard programs and achieve mission results. Takes timely corrective actions on all identified weaknesses. Ensures prompt follow-up and resolution of audit findings. Supports a full disclosure policy for the organization that provided early detection of emerging issues. Keeps top levels of management fully apprised of effectiveness of management integrity systems.

Manages extramural resources, grants, cooperative agreements, and interagency agreements properly and in compliance with regulatory requirements and Agency policies and procedures. Develops appropriate extramural resources and management competencies in staff.

Major contacts managed by the Branch include regional mission contracts and/or components of national mission contracts for the various water quality monitoring and modeling projects and review of water pollution control projects.

**FACTOR 1 –PROGRAM SCOPE AND EFFECT**

**Level 1-3 (550 points)**

The Branch Chief directs a program segment that performs technical, administrative, protective, investigative, or professional work. The program segment and work directed typically have coverage which encompasses a major metropolitan area, a State, or a small region of several States; or, when most of an area's taxpayers or businesses are covered, coverage comparable to a small city. Providing complex administrative or technical or professional services directly affecting a large or complex multimission military installation also falls at this level.

Activities, functions, or services accomplished directly and significantly impact a wide range of agency activities, the work of other agencies, or the operations of outside interests (e.g., a segment of a regulated industry), or the general public. At the field activity level (involving large, complex, multimission organizations and/or very large serviced populations comparable to the examples below) the work directly involves or substantially impacts the provision of essential support operations to numerous, varied, and complex technical, professional, and administrative functions.

**FACTOR 2—ORGANIZATIONAL SETTING**

**Level 2-3 (350 points)**

The position reports to an SES level Division Director position.

**FACTOR 3 –SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED Level 3-3 B (775 points)**

Exercise all or nearly all of the delegated supervisory authorities and responsibilities described at Level 3-2c of this factor and, in addition, the following: 1, 2, 3, 4, 6, 7, 8, 9, 11, 12, 14 and 15.

1. Using any of the following to direct, coordinate, or oversee work: supervisors, leaders, team chiefs, group coordinators, committee chairs, or comparable personnel; and/or providing similar oversight of contractors;
2. Exercising significant responsible in dealing with officials of other units or organizations, or in advising management officials of higher rank.
3. Assuring reasonable equity (among units, groups, teams, projects, etc) of performance standards and rating techniques developed by subordinates or assuring comparable equity in the assessment by subordinates of the adequacy of contractor capabilities or of contractor completed work:
4. Direction of a program or major program segment with significant resources (e.g., one at a multimillion dollar level of annual resources);
5. Making decisions on work problems presented by subordinate supervisors, team leaders, or similar personnel, or by contractors.
6. Evaluating subordinate supervisors or leaders and serving as the reviewing official on evaluations of nonsupervisory employees rated by subordinate supervisors;

7. Making or approving selections for subordinate nonsupervisory positions;
8. Recommending selections for subordinate supervisory positions and for work leader, group leader, or project director positions responsible for coordinating the work of others, and similar positions;
9. Hearing and resolving group grievances or serious employee complaints;
10. Reviewing and approving serious disciplinary actions (e.g., suspensions) involving nonsupervisory subordinates.
11. Making decisions on nonroutine, costly, or controversial training needs and training requests related to employees of the unit;
12. Determining whether contractor performed work meets standards of adequacy necessary for authorization of payment.
13. Approving expenses comparable to within-grade increases, extensive overtime, and employee travel;
14. Recommending awards or bonuses for nonsupervisory personnel and changes in position classification, subject to approval by higher level officials, supervisors, or others;
15. Finding and implementing ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building, or improve business practices.

#### **FACTOR 4 – PERSONAL CONTACTS**

##### **FACTOR 4A – NATURE OF CONTACTS**

**Level 4A-3 (75 points)**

Contacts include those which take place in meetings and conferences and unplanned contacts for which the employee is designated as a contact point by higher management. They often require extensive preparation of briefing materials or up-to-date technical familiarity with complex subject matter.

Such contacts are made on a frequent basis with the following: 1, 2 and 6.

1. High ranking managers, supervisors, and technical staff in EPA AAships and/or laboratories: agency headquarters administrative support staff; or comparable personnel in other Federal agencies;
2. Key staff of public interest groups (usually in formal briefings) with significant political influence or media coverage;
3. Journalists representing influential city or county newspapers or comparable radio or television coverage;
4. Congressional committee and subcommittee staff assistants below staff director or chief counsel levels;
5. Contracting officials and high level technical staff or large industrial firms;
6. Local officers of regional or national trade associations, public action groups, or professional organizations; and/or State and local government managers doing business with the agency.

##### **FACTOR 4B—PURPOSE OF CONTACTS**

**Level 4B-3 (100 points)**

The purpose of the Branch Chief's contacts is to justify, defend, or negotiate in representing the Branch in obtaining or committing resources, and in gaining compliance with established policies, regulations or contracts. At this level, it usually involves active participation in conferences, meetings, hearings or presentations involving problems or issues of considerable consequences or importance to programs managed.

**FACTOR 5 –DIFFICULTY OF TYPICAL WORK DIRECTED**

**Level 5-8 (1030 points)**

At least 25% of the nonsupervisory duty hours of subordinates and others (i.e., contractor employees) is expended on work at the GS-12 level or above.

**FACTOR 6—OTHER CONDITIONS**

**Level 6-6B (1325 points)**

The Branch Chief manages through subordinate supervisors and/or contractors who each direct substantial workloads comparable to the GS-12 or higher level. Such base work requires similar coordination as that described at Factor Level 6-5a above for first line supervisors.

**Total points: 4205**

**GS-15 point range: 4055-up**



## Extramural Resources Management Duties Checklist

*This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.*

Employee Information	Percentage of Time Spent on Extramural Resources Management
Name <u>DOUGLAS PARST</u>	<input type="checkbox"/> This position has no extramural resources management responsibilities.
Position Number <u>D130115-001</u>	<input type="checkbox"/> Total extramural resources management duties occupy less than 25% of time.
Title <u>Supervisory PHYSICAL SCIENTIST</u> <u>1301</u>	<input checked="" type="checkbox"/> Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade <u>GS</u> <u>15</u>	<input type="checkbox"/> Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization <u>CWD - DWMIB RPB00000</u>	

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature <u>[Signature]</u>	Date <u>10-21-14</u>
Personnel Specialist's Signature <u>[Signature]</u>	Date <u>12/4/14</u>

### Part 1. Contracts Management Duties

#### Pre-award:

- ☒ Plans Procurements
- ☒ Estimates Costs
- ☒ Obtains funding commitments
- ☒ Prepares procurement requests
- ☒ Writes statements of work
- ☒ Reviews statements of work
- ☒ Processes unsolicited proposals
- ☒ Responds to pre-award inquiries
- ☒ Participates in pre-award conferences
- ☒ Conducts technical evaluation of proposals
- ☒ Participates in debriefing/protests
- ☐ Other (lists) \_\_\_\_\_

#### Post-award:

- ☒ Prepares delivery orders
- ☒ Reviews contractor work plans
- ☒ Reviews contractor progress reports
- ☒ Monitors government-furnished property
- ☒ Monitors cost, management, and overall technical performance of contract after award

- ☒ Monitors management and performance of delivery orders/work assignments after award
- ☒ Defines scope of work for work assignments
- ☒ Approves payment requests of ACH drawdowns
- ☒ Manages cost-reimbursement contracts
- ☒ Reviews invoices
- ☒ Inspects and accepts deliverables
- ☐ Other (list) \_\_\_\_\_

#### Close-out:

- ☒ Writes reports on contractor performance, costs, and tasks performed
- ☒ Reconciles payments with work performance
- ☒ Closes-out payments
- ☒ Performs cost accounting
- ☐ Provides assistance to Contracting Officer in settling claims
- ☐ Other (list) \_\_\_\_\_

### Percentage of Time Spent on Contracts Management

10 %

*Continued*

Part 2. Grants/Cooperative Agreements Duties

Pre-application/Application:

- ☒ Prepares solicitation for proposals
- ☒ Identifies potential grantees for area of program emphasis
- ☒ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- ☒ Provides administrative information to applicants
- ☒ Determines appropriateness of applicant=s work plan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant
- ☒ Assists applicant in resolving issues in application
- ☒ For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- ☒ Negotiates level of funding
- ☒ Conducts site visits to evaluate program capability
- ☒ Serves as resource to Selection Panel
- ☒ Informs applicants of funding decisions
- ☐ Other (list)

Award:

- ☒ Prepares funding package, including Decision Memorandum
- ☒ Obtains concurrences/approvals
- ☒ Reviews/concurs in completed document
- ☐ Establishes project file
- ☐ Other (list)

Project Management/Administration:

- ☒ Monitors recipient=s activities and progress
- ☒ Reviews reports and deliverables and notifies recipient of comments
- ☒ Provides technical assistance to recipients

Part 3. Interagency Agreements Duties

Pre-Agreement:

- ☒ Plans and negotiates work effort
- ☒ Estimates costs
- ☒ Obtains funding commitments
- ☒ Prepares commitment notice
- ☒ Writes or reviews scope of work
- ☒ Responds to pre-agreement inquiries
- ☒ Participates in pre-agreement conferences
- ☒ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- ☒ Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- ☒ Performs technical evaluation of work plan and budget
- ☒ Prepares funding package and obtains necessary concurrences
- ☐ Other (list)

Project Management/Administration:

- ☒ Reviews progress reports/financial reports

- ☒ Advises Grants Management Office of potential problems/issues
- ☒ Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
- ☒ Approves payments requests or ACH draw downs
- ☒ Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
- ☒ Negotiates amendments
- ☒ Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
- ☒ When necessary, recommends termination of the agreement
- ☒ Resolves with Grants Management Office administrative and financial issues
- ☒ Conducts periodic reviews to ensure compliance with agreement
- ☐ Other (list)

Close-out:

- ☒ Certifies deliverables were satisfactory and timely
- ☒ Provides assistance to recipients and Grants Management Office to ensure timely close-out
- ☒ Reconciles payment with work performed
- ☒ Notifies recipient of close-out requirements
- ☒ Obtains legal assistance if necessary to resolve incomplete close-out
- ☒ If project is audited, responds to issues and ensures recipient complies with audit recommendations
- ☐ Other (list)

Percentage of Time Spent on Grants/Cooperative Agreements Management

10 %

- ☒ Monitors cost management and overall technical performance
- ☒ Participates in decisions about project modification/termination
- ☒ Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
- ☒ Inspects and accepts deliverables
- ☐ Other (list)

Close-out:

- ☒ Reviews final report
- ☒ Decides on disbursement of equipment
- ☒ Reconciles payments with work performed
- ☒ Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
- ☒ Certifies deliverables
- ☒ Resolves close-out issues with Grants Management Office/other agency
- ☐ Other (list)

Percentage of Time Spent on Interagency Agreements Management:

5 %





United States  
ENVIRONMENTAL PROTECTION AGENCY  
Washington, DC 20460

4372

## Position Risk Designation Checklist

AAship/Region: Region 2 Type of Action: Recruitment SF 52 Request No.: 14-48-4572

Position Title/Series/Grade: Supervisory Interdisciplinary - 89401001 - GS 14/15

Full Performance Level (FPL) of Position: \_\_\_\_\_  
(Risk designation is based on FPL)

Functional Title (if applicable): Branch Chief  
(Position's primary function, e.g., official position title may be Life Scientist, but function may be Permit Writer)

Funding: A fingerprint check and, if needed, a background investigation will be funded through your Working Capital Fund (WCF) Service Agreement. Please provide the Service Agreement No.: 6458000383. (Your Service Agreement Account Owner can help you with this.) Please Note: This SF 52 action will not be processed unless the service agreement number is provided.

**DIRECTIONS:** Hiring officials or supervisors must complete this form for all personnel actions (appointments, details, promotions, reassignments, recruitments) involving a change in position description exceeding 180 days. The completed form will help the Personnel Security Branch (PSB) determine the position's appropriate risk level. This form must be submitted with the SF 52 package. Answer all "Yes/No" questions based on the FPL position description. Where explanations are requested, attach additional pages, as needed. If you have questions, please contact your local HR representative or service center.

1. Has the risk level of this position already been designated at the full performance level? ☒ Yes ☐ No  
What is the name of the incumbent of the above position? \_\_\_\_\_  
If you answered "Yes" to question 1, please skip all remaining questions, print pages 1-2, and sign and date the form.

2. Is the position one of the following predesignated positions? ☐ Yes ☒ No  
If "Yes," please indicate the position below, answer question 3, skip remaining questions, print pages 1-2, and sign/date the form.

NOTE: Unless otherwise specified, these predesignations are effective up to and including Grade 13. Grade 14 and 15 positions must be individually designated, requiring the completion of questions 3 through 18.

- |  |  |
|--|--|
| <input type="checkbox"/> Attorney—Moderate   | <input type="checkbox"/> IT Specialist (Enterprise Architecture)—Moderate                        |
| <input type="checkbox"/> Bench Scientist, such as chemist, biologist, etc.—Moderate  | <input type="checkbox"/> IT Specialist (Internet)—High   |
| <input type="checkbox"/> Contract Project Officer—Moderate                           | <input type="checkbox"/> IT Specialist (Network Services)—High                                   |
| <input type="checkbox"/> Contract Specialist—Moderate                                | <input type="checkbox"/> IT Specialist (Operating System)—High                                   |
| <input type="checkbox"/> Criminal Investigator (all grades, all positions)—High      | <input type="checkbox"/> IT Specialist (Policy and Planning)—Moderate                            |
| <input type="checkbox"/> Deputy Division or Division Director—High                   | <input type="checkbox"/> IT Specialist (Security)—High   |
| <input type="checkbox"/> Financial Specialist/Accountant/<br>Budget Analyst—Moderate | <input type="checkbox"/> IT Specialist (System Administrator)—High                               |
| <input type="checkbox"/> Grants Project Officer—Moderate                             | <input type="checkbox"/> IT Specialist (Systems Analysis)—Moderate                               |
| <input type="checkbox"/> Grants Specialist (GS 12 and below)—Low                     | <input type="checkbox"/> On-Scene Coordinator (all grades, all positions)—High                   |
| <input type="checkbox"/> Grants Specialist (GS 13 and above)—Moderate                | <input type="checkbox"/> Permit Writer—Moderate  |
| <input type="checkbox"/> HR Specialist (Benefits)—Moderate                           | <input type="checkbox"/> Public Affairs Specialist/Community Involvement<br>Coordinator—Moderate |
| <input type="checkbox"/> HR Specialist (Classification)—Low                          | <input type="checkbox"/> QA Scientist—Moderate   |
| <input type="checkbox"/> HR Specialist (ER/LR)—Moderate                              | <input type="checkbox"/> RCRA Corrective Action Officer—Moderate                                 |
| <input type="checkbox"/> HR Specialist (Generalist)—Moderate                         | <input type="checkbox"/> Remedial Project Manager—Moderate                                       |
| <input type="checkbox"/> HR Specialist (Staffing)—Moderate                           | <input type="checkbox"/> Site Assessment Manager—Moderate  |
| <input type="checkbox"/> HR Specialist (Training)—Low                                | <input type="checkbox"/> Support Services Specialist—Moderate                                    |
| <input type="checkbox"/> Inspector—Moderate  | <input type="checkbox"/> Toxicologist—Moderate   |
| <input type="checkbox"/> IT Specialist (Application Software)—High                   |  |
| <input type="checkbox"/> IT Specialist (Customer Service)—Moderate                   | <input type="checkbox"/> OIG Employee (all grades, all positions)—High                           |
| <input type="checkbox"/> IT Specialist (Data Management)—Moderate                    | <input type="checkbox"/> Other Known High-Risk Position—High                                     |
|  | <input type="checkbox"/> Supervisor of High-Risk Employee(s)—High                                |

3. Requires access to classified information or materials? ☐ Yes ☒ No (If "Yes," include clearance justification w/package.) What clearance level is required? ☐ Secret ☐ Top Secret

NOTE: If you answered "Yes" to No. 2 and have answered No. 3, skip remaining questions, print pages 1-2, and sign/date the form.

SF 52 Request #: \_\_\_\_\_

Answer all "Yes/No" questions based on the FPL position description. If explanations are requested, attach additional pages.

4. Requires access to sensitive information or materials? ☒ Yes ☐ No (If "Yes," check all that apply.)
- |   |   |
|---|---|
| <input checked="" type="checkbox"/> EPA's financial resources/records | <input checked="" type="checkbox"/> Confidential business information   |
| <input checked="" type="checkbox"/> Proprietary information           | <input checked="" type="checkbox"/> Personally identifiable information (e.g., address)                       |
| <input checked="" type="checkbox"/> Audits (e.g., financial reviews)  | <input checked="" type="checkbox"/> Sensitive personally identifiable information (e.g., SSN, date of birth)  |
| <input type="checkbox"/> Investigations (e.g., CID)                   | <input type="checkbox"/> Other information that, if compromised, could cause harm (describe on separate page) |
5. The scope of this position is: ☐ Local ☒ Regional ☐ National ☐ Global
6. The impact/potential harm this position could cause would be: ☐ Internal to EPA ☒ Multi-Agency/Government-wide ☐ Beyond the Government
7. Position is a presidential or political appointment: ☐ Yes ☒ No
8. Requires access to hazardous or dangerous material (nuclear, biological, or chemical): ☐ Yes ☒ No  
What materials are involved? \_\_\_\_\_
9. Makes policy that affects AAship, Regional or Agency operations (not simply local branch or section operations): ☐ Yes ☒ No Describe: \_\_\_\_\_
10. Makes independent decisions or authoritative recommendations that are not subject to substantive verification or supervisory approval/sign off: ☒ Yes ☐ No
11. Obligates the agency to take action or spend funds: ☐ Yes ☒ No  
What actions? \_\_\_\_\_  
What amount of funding typically? \_\_\_\_\_ What is the ceiling? \_\_\_\_\_
12. Interacts with external contacts when performing duties and/or represents the agency to citizens or external organizations: ☒ Yes ☐ No (If "Yes," check all that apply.)
- |  |  |
|--|--|
| <b>Communicates with:</b>  | <b>Communication methods:</b>  |
| <input checked="" type="checkbox"/> EPA personnel  | <input checked="" type="checkbox"/> Shares factual information (e.g., technical or policy reports, outreach, or public relations material) |
| <input checked="" type="checkbox"/> Government entities outside of EPA   | <input checked="" type="checkbox"/> Participates in meetings, conferences, or seminars   |
| <input checked="" type="checkbox"/> Audience beyond government, including media, private industry, academia, environmental interest groups | <input type="checkbox"/> Posts material on the EPA intranet or public website  |
|  | <input checked="" type="checkbox"/> Represents agency or negotiates/defends significant or controversial matters                           |
13. Protects or identifies critical infrastructure systems/programs, such as water treatment, other utilities, or telecommunications: ☒ Yes ☐ No  
What systems/programs are involved? Drinking Water, Homeland Security, Water Security
14. Directly enforces health regulations and/or protects public safety: ☒ Yes ☐ No
15. Investigates or audits government or nongovernment personnel, programs, and/or activities: ☐ Yes ☒ No  
(Note: Relates to investigating and auditing, but not simply overseeing.)  
What personnel, programs, and/or activities are involved? \_\_\_\_\_
16. Information technology (IT) position that creates, programs, administers, or protects government IT systems, databases, or infrastructure: ☐ Yes ☒ No (Note: Does not apply to positions that only use IT systems.)
17. Requires official EPA credentials: ☐ Yes ☒ No  
(Note: Credential bearers represent the agency and perform specific civil enforcement tasks, e.g., EPA inspectors.)
18. Other unique or critical characteristics/duties/requirements not previously covered? ☐ Yes ☒ No  
Describe: \_\_\_\_\_

Name (Please Print)

Signature

Title

Date